

Appendix B: Insurance

BOOKS, MICROFORMS, AUDIO-VISUALS

Information on the quantity and value of materials covered by the institution's insurance should be kept up to date. The following outline is an example of how this information can be organized. Data should be maintained for the main institution and any additional buildings or branches.

1. Book Volumes

| | <u>No. of Volumes</u> | <u>Unit Value</u> | <u>Total Value</u> |
|----------------------------|-----------------------|-------------------|--------------------|
| <u>General Collections</u> | <hr/> | <hr/> | <hr/> |
| <u>Special Collections</u> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| Total | <hr/> | <hr/> | <hr/> |

2. Catalog Cards

| <u>No. of Cards</u> | <u>Unit Value</u> | <u>Total Value</u> |
|---------------------|-------------------|--------------------|
| <hr/> | <hr/> | <hr/> |

3. Microforms

| | <u>Quantity</u> | <u>Unit Value</u> | <u>Total Value</u> |
|-------------------|-----------------|-------------------|--------------------|
| <u>Microfilm</u> | <hr/> | <hr/> | <hr/> |
| <u>Microfiche</u> | <hr/> | <hr/> | <hr/> |
| <u>Microcard</u> | <hr/> | <hr/> | <hr/> |
| <u>Microprint</u> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| Total | <hr/> | <hr/> | <hr/> |